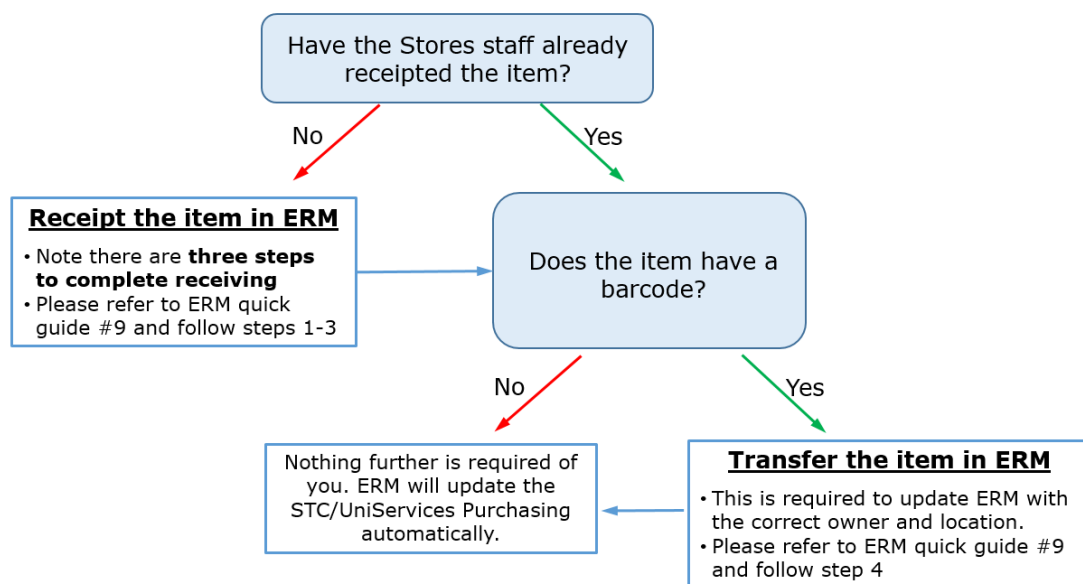


# ERM User Update June 2018

## Receiving in ERM

As there has been some confusion about how to receipt in ERM, we hope the chart below will be helpful. Please review the ERM Quick Guide [9. Receiving and Transferring orders](#)

### Receiving in ERM



## Ordering from ex-UniServices accounts through the STC

To use the new accounts in ERM, select the new cost centre from the drop-down list, and submit the cart request to the STC.

The screenshot shows the JAGGAER ERM Researcher interface. The 'Cart Name' field contains 'Boyd00002872'. The 'Recipient' field contains 'Emily Boyd (emily.boyd@auckland.ac.nz)'. The 'Deliver To' field contains 'Sector 500 Grafton> 502> 4> 403'. The 'Shipping' field is set to 'Standard Shipping Time'. The 'Cost Center' field is highlighted with a red box and contains '9040-RO-34123005'.

If the account you need is missing from the drop-down list, please submit a [request change in cost centre form](#).

**Please note that the account codes in the table below are for illustrative purposes. They are not actual codes.**

Account type	Old UniServices format e.g.	New UoA format e.g.
UniServices HOD Account	10123	8679-RO-H10123 <ul style="list-style-type: none"><li>• First 4 digits are a new department code; more information <a href="#">here</a></li><li>• Last 5 digits are the same as the old HOD Account code</li></ul>
UniServices Project	31234.001	9150-RO-31234001 <ul style="list-style-type: none"><li>• First 4 digits are your usual department cost centre code</li><li>• Last 8 digits are the same as the old UniServices project code</li></ul>

Note: projects that were not fully activated by April 4 2018 may have a new project number. Please contact the Research Operations Centre for further information.

## New Hosted Catalogue: Bio-Strategy

Bio-Strategy now have a hosted catalogue on ERM.

## Unrestricted BSA reminder

If you are looking for BSA or another serum, please see the instructions [here](#) for how to easily find unrestricted NZ sources on ERM.

Unrestricted BSA does not need a permit to transfer or to be tracked.